**Nunnery Wood High School**

**Person Specification:** Careers development professional Apprenticeship

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| **Qualifications, Experience & Knowledge** | |
| Educated to A level or equivalent standard & have GCSE maths & English language at level 4/grade C as a minimum | |
| Willing to undertake L6 careers development professional apprenticeship | |
| Enhanced DBS | |
| Ability to motivate & guide students | |
| Understanding of careers & education opportunities available after post-16. | |
| Knowledge of apprenticeships and other training routes. | |
| Must have a genuine desire to support and guide young people with their future aspiration decisions and choices. | |
| Understanding of safeguarding procedures when working with young people in educational settings. | |
| **Skills & Abilities** |  |
| **Essential** | **Desirable** |
| Have a professional but friendly attitude |  |
| Have an open mind and be non-judgmental |  |
| Excellent verbal and written communication skills |  |
| Excellent organisational and administrative skills. |  |
| Ability to manage own time and prioritise work load to meet deadlines. |  |
| Ability to communicate effectively with and relate to a variety of people: students, colleagues, parents, governors, employers etc. |  |
| Ability to liaise with external training providers and form effective working relationships. |  |
| Ability to communicate and develop relationships with employers and business to support work experience opportunities. |  |
| High levels of IT skills and working knowledge of MS Office ( Word,Excel, Outlook, Teams) | Experience of school based administration systems such as Arbor |
| Ability to use own initiative as well as working in a team environment. |  |
| A flexible approach. |  |
|  | Full clean driving licence |
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